

**Model Protocol**  
**Automatic External Defibrillator (AED)**  
**Emergency Response Team Protocol**  
**For the**  
**U.S. Department of Energy XYZ Office**

**1. During Health Unit Duty Hours :** Monday through Friday.

In any potentially life-threatening cardiac emergency:

- (a) The first person on the scene will:
  - (i) Call Security by dialing extension XXXX and inform them of the location and nature of the emergency.
  - (ii) Remain with the victim, send a co-worker to meet the emergency team at a visible location and escort to the site.
- (b) Security Personnel immediately upon receiving the call will:
  - (i) Notify the AED/Emergency Response Team by dialing the group notification number for the AED team pagers and enter the code for the location of the emergency.
  - (ii) Notify local EMS 911.
  - (iii) Inform the EMS operator of location and nature of emergency and that an AED unit is on site.
  - (iv) Notify Security Officer(s) to meet the EMS personnel and escort them to the site of the emergency.
  - (v) Notify Security Officer(s) to respond to the site and offer any assistance needed if staffing allows.
- (c) Health Unit Staff immediately upon receiving the notification will proceed directly to the scene with the Health Unit AED and other emergency equipment 2 nurses will respond if available.
  - (i) When the Health Unit Nurse is on the scene, he/she shall be in charge of directing the activities until the local EMS arrives and assumes care of the victim.
- (d) Other AED responders immediately upon receiving the notification will:
  - (i) The team member previously designated to transport the AED unit obtain the AED unit closest to them or to the site of the emergency and proceed with it to the emergency site.
  - (ii) Whichever AED responder arrives on the scene first will assess the victim. If AED use is indicated, the AED trained personnel will administer the AED and CPR according to established American Red Cross or American Heart Association Automated External Defibrillation Treatment Algorithm.
  - (iii) All other AED responders go directly to the site of the emergency.
  - (iv) Additional AED responders shall assist with CPR, recording of data and time, notifications, crowd control, escorting of EMS, as needed. Any additional AED units will remain on site as a back-up.
- (e) The building Occupant Emergency Coordinator, and the AED Medical Advisor, shall be notified within 24 hours after the response, by the person utilizing the AED, that an emergency response was initiated and of any pertinent details or issues.

2. **During non-Health Unit Hours**, and for DOE Buildings without a Health Unit, and all hours Saturday and Sunday and Federal holidays.

In any potentially life-threatening cardiac emergency:

- (a) The first person on the scene will:
  - (i) Call Security dialing extension XXXX inform them of the location and nature of the emergency.
  - (ii) Remain with the victim, send a co-worker to meet the emergency team at a visible location and escort to the site.
- (b) Security Personnel immediately upon receiving the call will:
  - (i) Notify the AED/Emergency Response Team by dialing the group notification number for the AED/Emergency Response Team, enter the code for the location of the emergency.
  - (ii) Notify local EMS 911.
  - (iii) Notify Security Officer(s) to meet the EMS personnel and escort them to the site of the emergency.
  - (iv) Notify Security Officer(s) to respond to the site and offer any assistance needed if staffing allows.
- (c) AED/Emergency Response Team members immediately upon receiving the notification will:
  - (i) The team member previously designated to transport the AED unit obtain the AED unit closest to them or to the site of the emergency and proceed with it to the emergency site.
  - (ii) All other AED responders go directly to the site of the emergency.
  - (iii) Whichever AED responder arrives on the scene first assess the victim. If AED use is indicated, the AED trained personnel will administer the AED and CPR according to established American Red Cross or American Heart Association Automated External Defibrillation Treatment Algorithm until local EMS professionals arrive and assume care of the victim.
  - (iv) Additional AED responders shall assist with CPR, recording of data and time, notifications, crowd control, escorting of EMS, as needed. Any additional AED units will remain on site as a back-up.
- (d) The building Occupant Emergency Coordinator, and the AED Medical Advisor, shall be notified within 24 hours after the response, by the person utilizing the AED, that an emergency response was initiated and of any pertinent details or issues.

I \_\_\_\_\_ M.D. licensed to practice Medicine in the State of \_\_\_\_\_, agree to serve as the AED/Emergency Response Teams Medical Advisor for the U.S. Department of Energy facilities located at \_\_\_\_\_. I endorse the above protocol for use by American Red Cross or American Heart Association AED Trained DOE Federal Employees at DOE facilities, and agree to provide medical oversight of the AED/First Aid program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This protocol was adapted from the recommended protocol developed by the U.S. Public Health Service, Guidelines for Public Access Defibrillation Programs in Federal Facilities [Federal Register: May 23, 2001 (Volume 66, Number 100)], [Notices] [Page 28495-28511] From the Federal Register Online via GPO Access [wais.access.gpo.gov] [DOCID:fr23my01-89]. This document may be found at <http://www.foh.dhhs.gov/public/whatwedo/AED/HHSAED.asp>